

# FINAL SENIORITY SCORE PACKAGE

DPA-700 (06/04)



**TO:** D-22  
State Service and Seniority Unit  
Department of Personnel Administration  
1515 "S" Street, North Bldg., Suite 400  
Sacramento, CA 95814

**DATE:**

**FROM:**

**SUBJECT:** Final Seniority Score Package

The **(Department name)** has completed final seniority scores for employees who were impacted by layoff or demotion. Attached are the final score sheets. We have made the following modifications:

- ☐ Per Government Code Section 19997.6, these scores have been updated to include prior qualifying military service.
- ☐ As required by Government Code Section 19997.13, these scores were updated to a date within 60 days of the effective date of our layoff which was .
- ☐ We have explained any tie-breaker sequences that may have occurred.

This memorandum certifies that other than the actions checked above, no additional changes have been made to these scores without the approval of the Department of Personnel Administration.

Please contact me at **(XXX) XXX-XXXX** if you have any questions about our final score package, or if you require more information.

Sincerely,

**(Name)**  
**(Personnel Officer)**

Attachments